



**USAID**  
FROM THE AMERICAN PEOPLE

Subject: **SOURCES SOUGHT – USAID/SERBIA**

Title: Market Research for Monitoring, Evaluation and Learning

Issuance Date: May 12, 2016

Closing Date: May 29, 2016, by COB

The U.S. Agency for International Development (USAID) in Serbia is currently engaged in planning for several analytical activities and studies, including Political Economy Analyses (PEAs), ex-post program evaluations, and other assessments.

USAID would like to receive expressions of interest and capability from:

1. Consultants: to serve as subject matter experts in the following areas for the Serbian context:
  - a. Citizen engagement / public participation
  - b. Political economy analysis methodologies
  - c. Systems / Organizational Network analysis methodologies
  - d. Stakeholder mapping and social capital analysis
  - e. Ex-post evaluations of donor-funded programs working in the democratic governance and economic growth sectors
  - f. Sector analysis related to democratic governance and economic growth
  - g. Accountability, political culture, policy change, advocacy
  - h. Monitoring and evaluation
2. Organizations: corporations, nonprofit organizations, academic institutions, or another body of persons that is legally organized under Serbian law; has as its principal place of business or operations in Serbia; is majority owned by individuals who are citizens or lawful permanent residents of Serbia; and is managed by a governing body the majority of whom are citizens or lawful permanent residents of Serbia. Organizations would:
  - a. Conduct political economy analysis
  - b. Assess and identify stakeholders, networks, and system dynamics
  - c. Conduct ex-post evaluations of donor-funded development programs that concluded more than five years ago to assess long term impact and lessons learned.

- d. Assist in the development of monitoring and evaluation and learning plans, including those that incorporate the use of complexity-aware approaches
- e. Conduct focus groups and effective field research (fieldwork periods from 3-6 weeks)
- f. Facilitate stakeholder workshops
- g. Produce effective written analytical products in English

The purpose of this Sources Sought request is to conduct market research and collect written information about the capabilities of Serbian consultants and firms engaged in monitoring, evaluation, and analytical services. The information will be used to help make planning decisions and the requested information will not be released publically. The organizations/consultants who are interested in being considered should submit information supporting their experience, expertise, and capabilities in undertaking similar work.

The following information on adequacy and capability should be provided:

- Name, address and email address;
- Names and short CVs of the key staff with address of references;
- Valid Business Registration Certificate, License and Tax Payers Registration Certificate; and
- A profile of the organization/consultant demonstrating a proven track record and ability to perform the work.

In accordance with FAR 15.201(e), responses to this Sources Sought request are not offers and cannot be accepted by the Government to form a binding contract. The result of this market research will contribute to determining the method of procurement. Telephone inquiries will not be accepted or acknowledged and no feedback or evaluations will be provided to companies regarding their submissions. Interested parties who consider themselves qualified to perform the above-listed service are invited to submit a response.

**The deadline** for submission of the information is no later than **17:00 o'clock (COB) Belgrade Time on May 29, 2016**. The responses must be submitted electronically to Mr. Branislav Bulatovic at [bbulatovic@usaid.gov](mailto:bbulatovic@usaid.gov) and to Mr. Albert Rexhepi at [arexhepi@usaid.gov](mailto:arexhepi@usaid.gov).

Thank you for your interest in USAID programs.

Sincerely,



Michael Capobianco  
Regional Contracting Officer